

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
October 23, 2012**

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:47 PM at the Lincoln Public Library.

PRESENT:

Treasurer Diane Walsh, Trustees Denise Blais, Merle Krueger & Wil Postle (5:54 pm) were present. Also in attendance was Becky Boragine, Library Director; and Nancy Ross, Assistant Director, Al Ranaldi, Town Planner; Leo Grenier & Mark Saccoccio, Saccoccio & Associates, and Mark Hashway, The Bailey Group.

ABSENT:

None

APPROVAL OF MINUTES:

The Minutes of the September 25, 2012 meeting were accepted. A motion to accept the minutes was made by Trustee Blais and seconded by Trustee Krueger. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended a Director's meeting at the town. She also attended several construction meetings. During September three computer classes were held, two story times were held, three children's program were held, two teen programs and eight adult programs took place. Ms. Boragine indicated that items added to the collection in June were 613 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 15,574 items. A total of 68 new patrons were given library cards. Loaned 3,628 items out to other libraries and borrowed 1,568 items. The in-house computer usage was 1,889. The Library web pages were accessed 131,067 times. The online database usage was 601. Overdrive usage was 574 and includes 149 Audio, 3 Music, 423 E-Books and all other E-Books usage was 29.

A motion to accept the Director's report was made by Trustee Blais and seconded by Trustee Krueger. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Diane Walsh reported the balances as follows:

- Fines: \$4,030.27**
- Champlin Account: \$214,070.49**
- Trustees Account: \$106,585.50**
- Checking Account: \$242.65**
- Certificate of Deposit:**

- **Catie Kurowski Fund: \$4,184.64**

A motion that the Board agrees that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Trustee Blais. Motion seconded by Trustee Postle. The motion was approved unanimously.

UNFINISHED BUSINESS:

Saccoccio & Associates and the Bailey Group representative came to the meeting to address the Boards concern regarding the revision being made to the construction project and to discuss the new drawings. Mark Saccoccio outlined the challenges in reducing the project cost while trying to make adjustments to the scope of the project. The entrance way to the library is being re-worked. It was discussed that the circulation desk is being relocated, the creation of a work room, relocating the entrance, reducing the height from two stories to one and a half stories, a change in materials, creating a storefront entryway were the main changes that they see could be made to the project to reduce the cost. Those changes reduced the cost by approximately \$41,000. Town Planner Al Ranaldi expressed concern that a change in the plans only reduced the cost by \$41,000. Mark Hashway from The Bailey Group explained that there is still a steel structure that has to be built as well as making modifications to the HVAC system and electrical work in the existing building that still has to get done regardless of any changes made. It was agreed that

the most important piece is getting the new structure up. The circulation desk area was discussed and a custom circulation desk that costs approximately \$27,000 was put on hold. Several Trustees questioned the need for custom cabinets and desk for the children's area and the reference area. A discussion was also held about creating a phased project and what could be done right away and what items could be left to do at a later date. Mr. Hashway suggested that the Board review the list of items and advise as to which items were absolutely necessary and make adjustments from there. Mr. Saccoccio did question if any of the Champlin grant money was tied to redoing the entrance way as it was originally designed. He had met with the Champlin Foundations earlier and this project had come up in conversation and he got the sense that the grant money we had asked for involved the entrance way design. Ms. Boragine and Chairwoman Quinn both indicated that the request from the library was not seeking grant monies specifically for the entrance way.

Once the architects and project management company representative left, the Trustees reviewed the monies that could be used for the construction project. Mr. Ranaldi also cautioned the Board about contingencies and problems that can arise and that overages will occur. After reviewing the revised numbers, and reviewing the balances in the accounts as well as money from the Champlin Foundations and the Friends of the Library, the Trustees felt that they were in a better position than they had believed. The Board agreed to put on hold the custom circulation desk. A motion was made by

Trustee Blais to communicate to the architect to begin the construction on the revised entryway. The motion was seconded by Treasurer Walsh. The motion was approved unanimously.

The groundbreaking ceremony was scheduled for Wednesday November 14th, with a rain date of November 15th. Ms. Boragine was going to prepare a guest list including local politicians, members of the building committee, the local press, the Friends of the Library and the Trustees. Light refreshments will be served.

The special fundraising event is going to be held on Thursday, December 6th, 2012. Ms. Boragine informed the Board that she had filed the appropriate paperwork to be able to host a wine and cheese event. A list of the top revenue earners in Lincoln was given to the Board. They were asked to review the list and provide any names or contacts for these businesses should they know any. Ms. Boragine also indicated that the Friends of the Library were going to be assisting that evening with the event. A committee was formed to assist in getting this event prepared and brought to fruition. Committee members include Trustee Blais, Chairwoman Quinn, Ms. Boragine and Ms. Ross. Treasurer Walsh suggested that a campaign also be started for Friends of the Library, targeting the library's patrons. It was suggested that an article be put in the local newspapers seeking donations and ways in which people could donate to this project.

NEW BUSINESS:

Treasurer Walsh inquired if any money is needed yet by the Town to begin paying the bills that relate to the construction project. Ms. Boragine informed the Board that \$180,000 is needed to be transferred to the town for the purpose of paying bills monthly. A motion was made by Trustee Blais for \$180,000 to be transferred to the Town for purposed of paying construction bills that are submitted for the library project. The motion was seconded by Trustee Postle. The motion was approved unanimously.

Ms. Boragine informed the Board that a capital request is being submitted to the Town for approximately \$25,000 for a RFID security system for the books and the workstation that goes along with it. This is a capital request for the 2013-14 fiscal year.

The Library Staff Appreciation Holiday Party was discussed. Ms. Boragine informed the Board that it is going to be held at the Lodge Restaurant.

The next meeting of the Library Board of Trustees is December 4, 2012.

The newsletters and calendars have been sent out and distributed to patrons and can be found online at the library website.

PUBLIC COMMENT:

NONE

ADJOURNMENT:

There being no further business, a motion was made by Trustee Blais and seconded by Trustee Postle to adjourn the meeting at 7:28 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary